

# Authorized Federal Supply Schedule Price List

**FILEMINDERS OF HAWAII, LLC DBA ACCESS INFORMATION MANAGEMENT**



**91-238 Kauhi Street**

**Kapolei, Hawaii 96707**

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**Federal Supply Schedule 51 504, 51 507 & 51 506**

**Contract Number: GS-03F-0062X**

**Contract Period: January 6, 2016 thru January 5, 2021**

**Federal ID# 20-2147838**

**Central Contractor Registration: Registered**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

## Ordering Information

### FILEMINDERS OF HAWAII, LLC DBA ACCESS INFORMATION MANAGEMENT

**Contract Number: GS-03F-0062X**

**Contract Period: January 6, 2016 thru January 5, 2021**

- 1a. See price list below.
2. Maximum Order – \$1,000,000
3. Minimum Order – \$100
4. Geographic Coverage – Hawaiian Islands, Oahu, Maui, Big Island, Kauai and Continental US
5. Points of Production – NA
6. Prices shown herein are net to the Government.
7. Quantity Discounts – None
8. Prompt Payment Terms – Net 30 days
- 9a. Acceptance of government purchase card up to micro-purchase threshold: Visa, Mastercard, and AMEX
- 9b. Purchase cards accepted above micro-purchase threshold.
10. Foreign Items – None
- 11a. Time of Service is arranged with Client Care Team per customer agreement
- 11b. Expedited Service Requests are scheduled within 24-48 hours and are contingent upon item availability.
- 11c. Overnight and 2-Day Delivery: Not available
- 11d. Urgent Requirements – Customers are encouraged to contact the contractor for the purpose of requesting accelerated services.
12. FOB Point – NA
- 13a. Ordering Address – 91-238 Kauhi Street, Kapolei, HI 96707
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([gsa.gov/schedules](https://gsa.gov/schedules)).
14. Payment Address – 91-238 Kauhi Street, Kapolei, HI 96707
15. Warranty Provisions – No warranties available.
16. Export Packing Charges – N/A
17. Terms and Conditions of government purchase card acceptance: Contractor will accept government purchase card for orders..
18. Terms and conditions of rental, maintenance, and repair: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A
- 20a. Terms and Conditions for any other services – N/A
21. List of service and distribution points: N/A
22. List of participating dealers: N/A
23. Preventive Maintenance: N/A
- 24a. Environmental Attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services at [www.GSAappliances.com](https://www.GSAappliances.com). The EIT standards can be at [www.Section508.gov/](https://www.Section508.gov/).
25. DUNS Number – 175900294
26. Central Contractor Registration: Registration completed.

# Technical Proposal

## 1. Understanding the Requirement

### 1.1 Overview

Access is recognized as one of the **fastest growing and most dynamic companies** in the records and information management (RIM) industry.

Founded by Dennis Barnedt and a team of experienced industry leaders with a vision to transform and elevate the industry, Access offers a complete suite of services enabling our clients to harness the power of information. Access has earned a reputation as a vibrant company, expanding into new markets, investing in innovative services and attracting some of the best team members in the industry.

Access is recognized as a high-quality partner by its clients, a great place to work by its team members, a valuable contributor by the communities in which it operates and a consistent supporter of records and information management industry and related trade organizations. Access is a single-source partner to address all records storage, secure destruction, data protection and digital information management needs. We support our service offering with superior service, innovation and a commitment to delivering outstanding value to our clients while providing growth for our shareholders and opportunities for our team members.

### 1.2 Mission

To lead the records and information management industry by providing our clients the VERY BEST service.

### 1.3 Our Commitment

Our leadership team is committed to providing our staff with all the resources required for them to perform at the top of their game as well as providing them the chance to illustrate their leadership skills, in short, always to do their very best for every one of our clients.

I am committed to do my very best and empowered to do the right thing.

I am responsible for my performance as a key member of a team dedicated to your satisfaction.

I will join my company in contributing to our community.

I promise integrity in every choice I make and everything I do.

This is the personal commitment which every team member shares and is promoted throughout our organization.

## **1.4 Professional Affiliations and Associations**

Access Information Management is a proactive member of a number of professional organizations that support educational programs and the improvement of the records and information management industry.

### **1.4.1 ARMA International**

For over 50 years, ARMA International has been regarded as the leading not-for-profit professional association and the authority on managing records and information – paper and electronic.

Access Information Management is a proud corporate member and annual sponsor of the ARMA International Educational conference. Additionally, several Access Team Members hold leadership positions in ARMA chapters throughout the U.S.

### **1.4.2 PRISM International**

PRISM is an international organization representing companies that engage in Commercial Information Management Services. Members are involved in learning and applying best practices and working together to improve the information management industry.

Access is a corporate member of PRISM International. Dennis Barnedt, Access Founder and CEO, currently serves as President of the Board of Directors for PRISM International.

### **1.4.3 NAID**

NAID® is the international trade association for companies providing information destruction services. NAID's mission is to promote the information destruction industry and the standards and ethics of its member companies.

Access is a corporate member of NAID.

### **1.4.4 AIIM**

AIIM is a non-profit organization focused on helping users to understand the challenges associated with managing documents, content, records, and business processes. Founded in 1943, AIIM is also known as the enterprise content management (ECM) association.

Access is a strong supporter of the annual AIIM educational conference.

### **1.4.5 ALA**

ALA is the Association of Legal Administrators. Founded in 1971, the organization is dedicated to providing support to professionals involved in the management of law firms, corporate legal departments and governmental legal agencies.

As a supporter of ALA, Access participates in local and national ALA events.

#### **1.4.6 IFMA**

The International Facility Management Association is the world's largest and most widely recognized international association for professional facility managers, supporting more than 19,500 members in 60 countries. The association's members, represented in 125 chapters and 16 councils worldwide, manage more than 37 billion square feet of property and annually purchase more than US\$100 billion in products and services

### **1.5 Services Offered**

Access is proposing to provide services under 2 SINs on Schedule 36: SIN 51 504 Records Management Services and SIN 501 507 Destruction Services.

#### **1.5.1 SIN 51 504 Records Management Services**

Access Information Management provides cost-effective off-site storage and management programs for Federal agencies. Outsourcing the storage and management of your hard copy business records saves valuable on-site space, reduces labor costs, and gives your staff an efficient method to access your records when they need them most.

Our combination of facilities, technology, and an outstanding team can help you meet all of your records management needs.

##### **1.5.1.1 Record Centers**

- Designed to meet the most stringent industry standards for the safeguarding and access of hard copy records
- Highly secured, alarmed facilities monitored 24/7
- Customized in-rack sprinkler systems designed specifically to meet or exceed NFPA 13 standards for fire suppression

##### **Client Service**

- Record Center Specialists to ensure expert handling of your confidential records
- Always speak to a local Client Care Representative, not a call center located in another part of the country
- Order requests can be made by phone, fax, email, or our Access Online system

##### **Transportation**

- Next Day, Same Day and Priority Rush services available
- 24 hour a day, 7 day a week emergency delivery options
- Professional driving team, trained to transport and handle confidential client information
- Flexible and responsive handling of all routine and special requests

## Technology

- We use Total Recall to organize, store, and track all items managed in our records centers
- FileLineAccess web based system allows clients the ability to search for records, request services, check the status of an order, and run a variety of inventory reports 24 hours a day
- Portable scanners provide point-to-point tracking to ensure chain of custody and date/time stamping for all retrieval, pickups and deliveries
- Our servers are automatically backed-up each day and housed in a secure SAS 70 certified collocation facility

## Special Services

- On-site viewing rooms allow clients to access their records from our facilities
- Records project management, including file room purges, transfers, and records database creation
- Scan-on-demand to streamline records requests or receive digital copies of records stored in our facilities
- Digital imaging options to convert paper records to digital

### 1.5.1.2 Media Vault

Access Information Management provides complete off-site data protection services for magnetic media, discs, film, or any other type of vital records. Whether it's archival storage of sensitive data or a scheduled rotation of backup tapes, Access can customize a program to meet your requirements.

Access has constructed Fire-Rated Vaults to ensure maximum protection and security of vital information and electronic media.

## Security

- Facility monitored 24/7 with multiple levels of access control
- Dual-level verification security door requires access with keypad control and a biometric fingerprint scanner
- Internal and external vault video surveillance 24 hours a day

## Fire Suppression

- Invicta's Durasteel firewalls and fire mastic seal barriers provide up to four hours of fire and heat resistance
- Dry fire suppression system provides an effective, safe method of fire suppression, specifically for protecting tapes, discs and other media
- Meets and exceeds the temperature and hourly limits detailed by the NFPA (National Fire Protection Association) for the protection of electronic/computer data
- Dry fire suppression system is environmentally friendly; it has low atmospheric lifetimes, global warming and ozone depletion potentials

## Climate Control

- State-of-the-art ventilation and cooling system maintains a consistent 70.0°F ± 2° (21.1°C ± 2°) with humidity strictly controlled at 50% ± 5%
- Climate control monitored 24 hours a day

## Technology

- We utilize Total Recall to organize, store and track all media managed in our facilities
- FileLineAccess' web based system allows clients the ability to search for media, request services, check the status of an order, and run a variety of reports 24 hours a day
- Portable scanners provide point-to-point tracking to ensure chain of custody and date/time stamping

## Transportation

- Professional driving team, trained to transport and handle confidential media
- Next Day, Same Day and Priority Rush services available
- Customizable media rotations to meet our clients system backup schedule
- 24 hour a day, 7 day a week emergency delivery available

### 1.5.2 **SIN 51 507 Destruction Services**

Access Information Management offers a variety of flexible shredding and other destruction programs customized to your organization's needs. We provide businesses of all sizes with a simple, reliable, and, most importantly, secure method of ensuring the proper, legal, and compliant destruction of confidential business information.

#### 1.5.2.1 **Secure Destruction Features**

- Options include plant based or mobile shredding
- On-site placement and scheduled rotation of security consoles and bins
- Management of one-time purge and destruction of records
- Programs to ensure our clients meet regulatory compliance such as FACTA, HIPAA and Gramm-Leach-Bliley
- Highly trained staff to ensure confidential and secure handling of records
- Records center destruction fulfillment to follow our clients' retention schedules and policies
- Certificate of Destruction provided for every destruction project

### 1.5.3 **SIN 51 506 Digital Imaging Services**

Digital Access Solutions allow you to tightly control – and share – imaged documents and information, realizing efficiencies in workflow and business processes. A fully integrated records and information management program addresses both physical and electronic records. We provide full-service Digital Access Solutions that allow you to

tightly control —and efficiently share— valuable information assets. Access works with you to develop efficient programs for managing the flow of documents from image capture and indexing to secure access, collaboration and policy-based disposition and destruction.

#### **1.5.3.1 Digital Imaging Features**

##### **Services**

- Scan-on-Demand Delivery
- Backfile Scanning
- Day-Forward Imaging
- Access Web-Hosted Repository

##### **Benefits**

- No hardware or software to purchase
- No technology infrastructure required – quick and easy to deploy
- No risk of owning outdated equipment with Access-managed scanning services
- Achieve business process efficiencies, increase productivity and improve customer satisfaction
- Enhance accessibility and collaboration
- Enable security and compliance with role-based permissions and audit tracking



## 2. Management Capabilities

### 2.1 The Access Team

The Access Executive and General Management leadership team has a combined total of over 150 years of RIM industry experience. We are pleased to introduce you to our leadership team.



**Rob Alston**  
**Chief Executive Officer**

Rob is the Chief Executive of the Company. In addition to his executive management responsibilities, he plays an integral role on Access' acquisition team leading the sourcing and integration processes for most transactions. Rob has thirteen years of experience in the industry and joined Access during the 2005 acquisition of FileMinders of Hawaii, where he was a founding partner and Director of Operations. Previously, Rob was the President of the Hawaii Chapter of ARMA International. Rob currently holds a position of Director for PRISM International through December 2013.



**John Chendo**  
**President**

John is the driving force behind the company's growth strategy and acquisition activity. Prior to joining the Access executive team full-time in 2009, John was a Principal at Housatonic Partners and has served on the board of directors of Access since co-founding the business in 2004. John has more than 15 years of financial management and acquisition experience, including management roles in software and services industries, private equity investing and investment banking. John is also a member of the board of directors of the OASIS Group, a European records and information management provider, and ProService HR, an outsourced human resource administration company. John is an honors graduate of the School of Engineering at the University of California, Berkeley.



**Michael D. Schwab**  
**Executive Vice President, Sales**

Michael is responsible for the company's national account business development strategy and currently serves as the executive managing Access field sales and account management teams in the Western U.S. He has more than 15 years of experience in the records and information management industry and has held a variety of executive positions in records and information management and high technology industries



**David Gesinger**  
**Executive Vice President, Operations**

David is responsible for company wide branch operations, including facilities, safety, security, client care and financial oversight. David has more than 15 years of senior management experience in the records and information management (RIM) industry and an additional eight years serving in executive-level positions within the health care industry.






**Chris Harris**  
**Regional Vice President, Pacific**

Chris has been a long standing member of the Document Destruction Industry. He got his start in the industry during the late 1990's as a partner with ShredEx in California and Hawaii. In 2008, ShredEx Hawaii was sold to Access and Chris stayed on as their General Manager to oversee not only document destruction but also the document storage division on the islands of Oahu, Maui, Big Island and Kauai. He is active within the industry and continues to strive to set the bar high for security standards and community service. Under his leadership, Access has become a dominant force in the Records Management, Shredding, Media Vault Storage and Digital Access Solutions in Hawaii. In 2013, Chris was promoted to Regional Vice President of the Pacific. He completed his Geography Degree at UC Santa Barbara and currently serves on the Board for the Hawaii Chapter of ARMA International

## **2.2 Past Experience**

We are pleased to provide you with a list of 12 large, long-term clients for whom we have provided records management and destruction services within the past 3 years. We have provided both telephone and email information for the clients' points of contact. Please feel free to contact us for our references.

## 2.3 Dunn & Bradstreet "Past Performance Evaluation"



Date: 05/03/10 Past Performance Evaluation™

D-U-N-S Number for this company: 17-590-0294

The Supplier Performance Review is a report on a single company. This report is divided into four sections:

- 1. Company Overview**  
Contains basic location, contact, and operating data available on the company being evaluated.
- 2. Supplier Performance Ratings**  
Provides the supplier's Overall Performance Rating, which is an assessment of likely overall performance, and a SIC-level benchmark, which indicates where the supplier's Overall Performance Rating falls in comparison to other rated companies in it's SIC group. This section also provides Detailed Performance Ratings for key aspects of supplier performance.
- 3. Buyers Surveyed**  
Indicates the industries of the companies that have recently provided ratings on this supplier. Individual raters are not identified in order to preserve confidentiality.
- 4. Distribution of Feedback**  
Provides a breakdown of the survey responses received from raters of this supplier. For each of the survey questions, the responses, which were provided on a 0 to 10 scale, are categorized as "positive" (9 to 10), "neutral" (5 to 8), or "negative" (0 to 4).

**1. COMPANY OVERVIEW (From Dun & Bradstreet records)**

<b>Primary Name:</b>	FILEMINDERS OF HAWAII, LLC	<b>Year Started:</b>	2005
<b>Alternate Names:</b>	ACCESS INFORMATION MANAGEMENT	<b>Year of Current Control:</b>	2005
<b>Address:</b>	91-238 Kauhi St Kapolei, HI 98707	<b>Annual Sales:</b>	\$7,500,000
<b>Telephone Number:</b>	+1 (808) 673-3200	<b>Total Employees:</b>	45 total
<b>D-U-N-S® Number:</b>	17-590-0294	<b>SIC/Line of Business:</b>	7299/Miscellaneous personal service

Past Performance Evaluation is a trademark of Dun & Bradstreet. Page 1 of 3 © Open Ratings, Inc.

### 3.0 SIN 51 504 Records Management/Vault Services

Special Item Number: 51 504

Vendor: FileMinders of Hawaii DBA Access Information Management

#### SCHEDULE A - Records Management Services

Description	Oahu	Maui/ Big Island	CONUS
<b>STORAGE SERVICES (per cubic foot)</b>			
Record Center - Per Cubic Ft.	\$ 0.26	\$ 0.48	\$ 0.19
Monthly minimum	\$ 113.34	\$ 113.34	\$ 77.07
<b>RECORD CENTER SERVICES (per cubic foot/ file)</b>			
Container Add	\$ 0.91	\$ 1.81	\$ 2.49
File Folder Add	\$ 0.91	\$ 1.81	\$ 0.45
Container Retrieve, Refile, Shelve	\$ 2.49	\$ 2.95	\$ 2.04
Container Retrieval - Expedited	\$ 1.59	\$ 2.04	\$ 3.63
File Folder Retrieve, Refile, Shelve	\$ 3.40	\$ 3.85	\$ 3.63
File Folder Retrieval - Expedited	\$ 2.49	\$ 3.40	\$ 6.12
File Folder Retrieval - Not Found	\$ 3.63	\$ 4.53	\$ 3.63
File Tracking	\$ 0.018	\$ 0.018	\$ 0.018
Dock Access - Pick up at Access Record Center	\$ 1.81	\$ 1.81	\$ 1.360
Inter-file document	\$ 4.76	\$ 7.48	\$ 3.40
Container Permanent Removal	\$ 3.78	\$ 3.78	\$ 3.78
File Folder Permanent Removal (boxed or open shelf)	\$ 3.40	\$ 3.40	NA
Container Destruction	\$ 3.59	\$ 5.67	\$ 3.59
File Folder Destruction (boxed or open shelf)	\$ 1.89	\$ 2.64	NA
<b>DIGITAL DELIVERY (Electronic Delivery to Customer) - Per File Folder, up to 50 pages. Retrieval and Refile fees apply.</b>			
<b>NEXT DAY</b> Delivery or pick up Orders placed by 3:00pm are delivered by 5:00pm next business day	\$ 13.60	N/A	\$ 10.43
<b>RUSH</b> Delivery or pick up Orders placed from 8:00am to 2:00pm on business days will be delivered within 3 hours from requested time.	\$ 22.67	N/A	\$ 22.22
<b>Digital Imaging/ Scanning</b> in excess of 50 pages - per page	\$ 0.07	N/A	\$ 0.05
<b>TRANSPORTATION SERVICES (Per cubic foot for containers)</b> <i>Transportation rates are subject to a fuel surcharge based on the local prices for regular unleaded as reported by the U.S. Department of Energy monthly statistics and industry scale</i>			
<b>NEXT DAY</b> Delivery or pick up <i>Orders placed by 3:00pm will be delivered the next business day by 5:00pm</i>	\$ 15.11	\$ 21.16	\$ 12.09
<b>SAME DAY</b> delivery or pick up <i>Orders placed prior to 10:00am will be delivered by 5:00pm the same business day.</i>	\$ 40.80	\$ 49.87	\$ 34.46
<b>Rush</b> delivery or pick up <i>Orders placed from 8:00am to 2:00pm on business days will be delivered within 3 hours from requested time.</i>	\$ 90.68	\$ 90.68	\$ 81.61

Container (each cuft in addition to base and applicable surcharge).	\$ 1.81	\$ 1.81	\$ 1.81
File (each file in addition to base and applicable surcharge).	\$ 1.81	\$ 1.81	\$ 1.59
Additional Stops (multiple locations/ recipients per delivery)	\$ 6.80	\$ 6.80	\$ 6.80
<b>Emergency</b> delivery Orders placed after hours for delivery after hours will be delivered within 5 hours from acknowledged request.	\$ 226.69	\$ 226.69	\$ 172.28
<b>Transportation Handling</b> per item, delivery/ pick up	\$ 2.04	\$ 2.04	\$ 3.85
<b>MATERIALS</b>			
Record Storage Container - Standard Single-walled (10"x12"x15")	\$ 2.87	\$ 3.83	\$ 2.27
Record Storage Container - Deluxe Double-walled (10"x12"x15")	\$ 3.21	\$ 4.31	\$ 5.30
Legal Banker Container (3.00 cuft - 10"x15"x24")	N/A	N/A	\$ 5.71
<b>ANCILLARY ITEMS AND SERVICES</b>			
Index file/container information (per field)	\$ 0.45	\$ 0.45	\$ 0.45
Standard barcode labels	N/A	N/A	N/A
Project or staffing labor (per hour)	\$ 49.87	\$ 68.01	\$ 40.80
Offsite Records Management Services	\$ 58.03	\$ 81.61	\$ 48.96
Project Management Labor Rate per man	\$ 99.74	\$ 99.74	\$ 99.74
Shipping	Cost + 15%	Cost + 15%	Cost + 15%
Invalid Request - Per item	\$ 3.63	\$ 3.63	\$ 3.63
Cancelled Requests - per item	\$ 3.17	\$ 3.17	\$ 3.17
Dry Run	\$ 27.20	\$ 27.20	\$ 27.20
Re-boxing ( <i>will occur as necessary to insure the safety of the contents within the container</i> ). Plus cost of new container.	\$ 5.89	\$ 5.89	\$ 3.63
Wait time per 15 minutes ( <i>wait time will be charged in 15 minute increments after the first 15 minutes</i> )	\$ 13.60	\$ 13.60	\$ 13.60
FileLineAccess (Web-based inventory management)	N/A	N/A	N/A
Phone/email requests per order	\$ 5.44	\$ 5.44	\$ 4.53
Monthly Administration Fee	\$ 10.08	\$ 10.08	\$ 10.08
Monthly Administration Fee (Detailed Invoicing by Dept)	\$ 17.63	\$ 17.63	\$ 17.63
Minimum Monthly Invoice Charge - multiple invoice accounts only	\$ 22.67	\$ 22.67	\$ 22.67

\* Storage charges are billed in advance, services billed in arrears.

\* Actual storage charges billed will be based on the number of days in the month.

\* All storage, services and transportation billed per Cubic Foot unless otherwise noted.

\* Individual Service Items will be combined for workorder transactions, and invoiced independently.

\* Any services not quoted will be charged at the standard rates which are available upon request.

Special Item Number: 51 504

Vendor: FileMinders of Hawaii DBA Access Information Management

**SCHEDULE C - Media Vault Services**

Description	Oahu	CONUS
<b>MEDIA VAULT STORAGE SERVICES</b>		
<b>Container storage</b>		
Small media container (up to 5 Tape Capacity)	\$ 14.36	\$ 7.66
Medium media container (up to 10 Tape Capacity)	\$ 23.93	\$ 11.49
Large media container (up to 20 Tape Capacity)	\$ 33.50	\$ 14.36
Microfiche/Microfilm container (up to 1 cuft)	\$ 11.49	\$ 3.35
Tapes, reels, and data cartridges (per slot)	\$ 0.48	\$ 0.33
Monthly minimum	\$ 119.64	\$ 81.36
<b>VAULT SERVICES</b>		
Add New Container	\$ 2.39	\$ 1.44
Add New Tape	\$ 2.39	\$ 0.24
Media Container Retrieval or Refile	\$ 2.15	\$ 2.15
Tape Retrieval or Refile	\$ 0.48	\$ 0.48
Retrieval Item RUSH Priority Surcharge	\$ 1.67	\$ 3.83
Permanent removal - per tape or container	\$ 3.59	\$ 2.63
Destruction - per container or tape	\$ 5.98	\$ 5.74
<b>VAULT TRANSPORTATION SERVICES</b> (Normal hrs 8am to 5pm) <i>Transportation rates are subject to a fuel surcharge based on local fuel prices for regular unleaded as reported by the U.S. Department of Energy monthly statistics and industry scale.</i>		
<b>Scheduled Rotation</b>		
<b>Monthly</b> (once a month) - per month	\$ 43.07	\$ 47.86
<b>Daily</b> (Monday thru Friday) - per trip	\$ 33.50	\$ 33.50
<b>Saturday, Sunday, or Holiday</b> - per trip	\$ 119.64	\$ 52.64
<b>Transportation Handling</b> (per item, delivery/ pick-up)	\$ 1.91	\$ 1.91
<b>Transportation Wait Time</b> (Minimum 1/4 Hour)	\$ 14.36	\$ 14.36
<b>Unscheduled delivery or pick up</b>		
<b>Next day delivery or pick up</b> - per trip (orders placed prior to 3:00pm will be delivered the next day by 5:00pm)	\$ 43.07	\$ 43.07
<b>Next day delivery or pickup</b> - each media item	\$ 1.91	\$ 1.91
<b>Rush delivery or pick up (Priority Surcharge)</b> (orders placed from 8:00am to 2:00pm on business days will be delivered within 5 business hours from acknowledged request)	\$ 119.64	\$ 119.64
<b>Emergency delivery or pick up (Priority Surcharge)</b> (orders placed after hours or for delivery after hours will be delivered within 5 hours from acknowledged request)	\$ 177.07	\$ 177.07
<b>Transportation Handling - RUSH</b> (per item, delivery/ pick-up)	\$ 1.91	\$ 4.07



ANCILLARY ITEMS AND SERVICES		
Steel media container	Quote + .75%	Quote + .75%
Catalog/detail file inventory (Per item)	Quote + .75%	Quote + .75%
Standard barcode labels	N/A	N/A
Project or staffing labor (per hour)	\$ 52.64	\$ 47.86
Shipping	Quote + .75%	Quote + .75%
Invalid Request - Per item	\$ 3.83	N/A
Cancelled Requests - per item	\$ 3.35	N/A
Dry Run	\$ 28.71	\$ 28.71
Item Research	\$ 4.45	N/A
FileLine Access	No charge	No charge
Disaster Recovery Testing	N/A	N/A
Phone/email requests per order	\$ 5.44	\$ 5.44
Monthly Administration Fee	\$ 10.08	\$ 18.14
Monthly Administration Fee (Detailed Invoicing by Dept)	\$ 17.63	\$ 31.74

\* Storage charges are billed in advance, services billed in arrears.

\* Actual storage charges billed will be based on the number of days in the month.

\* All storage, services and transportation billed per Cubic Foot unless otherwise noted.

\* Individual Service Items will be combined for workorder transactions, and invoiced independently.

\* Any services not quoted will be charged at the standard rates which are available upon request.

#### 4.0 SIN 51 507 Destruction Services

Special Item Number: 51 507

Vendor: FileMindors of Hawaii DBA Access Information Management  
**SCHEDULE B- Secure Destruction Services HAWAII**

Description	Oahu	Maui/Big Island/ Kauai
<b>CUSTOMER DROP-OFF SERVICE AT DESTRUCTION CENTER:</b>		
Minimum charge - includes up to five (5) 1.2 cubic foot boxes or three (3) 2.4 cubic foot boxes	\$ 22.67	\$ 22.67
Over 5 boxes: per 1.2 cf box	\$ 3.78	\$ 7.18
Over 5 boxes: per 2.4 cf box	\$ 5.55	\$ 14.36
By the pound - 100 pounds minimum charge	\$ 0.20	\$ 0.30
Media - Minimum charge up to first 25 lbs	\$ 40.30	\$ 40.30
Media - Each additional pound	\$ 1.29	\$ 1.73
Hard Drives - Minimum up to 3 Hard Drives	\$ 22.67	\$ 22.67
Hard Drives - Each additional Hard Drive	\$ 9.07	\$ 13.60
<b>PURGES: MOBILE SERVICES</b>		
Mobile - minimum charge (includes up to ten (10) 1.2 cf boxes or eight (8) 2.4 cf boxes)	\$ 81.61	N/A
Mobile - additional 1.2 cf boxes - per box	\$ 6.48	N/A
Mobile - additional 2.4 cf boxes - per box	\$ 8.70	N/A
64-Gal Bin - for 1st bin	\$ 81.61	N/A
64-Gal Bin - each additional bin	\$ 68.01	N/A
Mobile - 250 pound minimum	\$ 0.36	N/A
<b>PURGES: PLANTSERVICES</b>		
Plant-based - minimum charge (includes up to ten (10) 1.2 cf boxes of eight (8) 2.4 cf boxes)	\$ 54.41	\$ 68.01
Plant-based - additional 1.2 cf boxes - per box	\$ 4.49	\$ 8.16
Plant-based - additional 2.4 cf boxes - per box	\$ 6.71	\$ 16.32
Plant- based - 250 pound minimum	\$ 0.25	\$ 0.33
Secure DOD security shredding - 500 pounds minimum charge - plant-based only	\$ 1.81	N/A
64-Gal Bin - for 1st bin	\$ 54.41	\$ 68.01
64-Gal Bin - each additional bin	\$ 40.80	\$ 54.41
Media - 250 pounds minimum	\$ 1.45	\$ 1.95
<b>MOBILE ROTATION SERVICE</b>		
Mobile - minimum charge (includes up to one (1) console)	\$ 28.21	N/A
Mobile - minimum charge (includes up to one (1) 64-gallon)	\$ 32.24	N/A
Media - up to 30lbs	\$ 60.45	N/A
Media - Addit. Pounds	\$ 1.61	N/A
Additional consoles (per console)		N/A
2-5 consoles	\$ 20.15	N/A
6-10 consoles	\$ 16.93	N/A
11-25 consoles	\$ 13.70	N/A
26 or more consoles	\$ 10.48	N/A
Additional 64-gallon containers (per container)		N/A
2-5 containers	\$ 32.24	N/A
6-10 containers	\$ 28.21	N/A
11-25 containers	\$ 20.15	N/A
26 or more containers	\$ 16.12	N/A
<b>PLANT ROTATION SERVICE</b>		
Plant - minimum charge (includes up to one (1) console)	\$ 16.12	\$ 32.24
Plant - minimum charge (includes up to one (1) 64-gallon)	\$ 20.15	\$ 40.30



Media - up to 30lbs	\$	60.45	\$	60.45
Media - Addit. Pounds	\$	1.61	\$	2.02
Additional consoles (per console)				
2-5 consoles	\$	16.12	\$	30.63
6-10 consoles	\$	13.70	\$	26.60
11-25 consoles	\$	10.48	\$	22.57
26 or more consoles	\$	8.06	\$	20.15
Additional 64-gallon containers (per container)				
2-5 containers	\$	20.15	\$	36.27
6-10 containers	\$	16.93	\$	33.85
11-25 containers	\$	14.51	\$	30.63
26 or more containers	\$	12.09	\$	28.21
Plant-based minimum charge (includes up to 5 hard drives)	\$	60.45	\$	60.45
Over 5 hard drives: per hard drive	\$	12.09	\$	12.09
<b>OTHER SERVICE FEES</b>				
Dry Run Fee	\$	27.20	\$	27.20
Project or Staffing Labor	\$	45.34	\$	68.01
Recycle Fee - per lb	\$	0.02	\$	0.02
Transportation Fee	\$	8.06	\$	8.06
Administration Fee	\$	14.51	\$	14.51

**Special Item Number: 51 507**

**Vendor: FileMinders of Hawaii DBA Access Information Management**

**SCHEDULE B- Secure Destruction Services CONUS**

Description	CONUS
<b>CUSTOMER DROP-OFF SERVICE AT DESTRUCTION CENTER:</b>	
Minimum charge - includes up to ten (10) 1.2 cubic foot boxes or five (5) 2.4 cubic foot boxes	\$ 45.34
Over 10 boxes: per 1.2 cf box	\$ 4.31
Over 5 boxes: per 2.4 cf box	\$ 8.61
By the pound - 100 pounds minimum charge	N/A
Media - Minimum charge up to first 25 lbs	N/A
Media - Each additional pound	N/A
Hard Drives - Minimum up to 3 Hard Drives	N/A
Hard Drives - Each additional Hard Drive	N/A
<b>MOBILE ROTATION SERVICE</b>	
Mobile - Console per trip, per tip	\$ 18.89
Mobile - 64-gal bin per trip, per tip	\$ 22.67
Mobile - 95-gal bin per trip, per tip	\$ 34.00
<b>PLANT ROTATION SERVICE</b>	
Plant - Console per trip, per tip	\$ 15.11
Plant - 64-gal bin per trip, per tip	\$ 18.89
Plant - 95-gal bin per trip, per tip	\$ 30.23
Hard Drive minimum	\$ 41.56

Per hard drive	\$	4.53
Media Minimum Fee	\$	37.78
Per media item	\$	1.51
<b>OTHER SERVICE FEES</b>		
Next Day - Call by 3:00PM, Service Provided by 5:00PM Next Business Day	\$	15.11
Same Day - Call by 9:00AM, Service Provided by 5:00PM Same Business Day	\$	22.67
Dry Run Fee	\$	27.20
Project or Staffing Labor	\$	40.80
Administration Fee	\$	15.11

## 5.0 SIN 51 506 Digital Imaging

Special Item Number: 51 506		
Vendor: FileMindors of Hawaii DBA Access Information Management		
SCHEDULE D- Digital Imaging Services		
Description	Hawaii	CONUS
<b>TECH SERVICES</b>		
Consulting PM -Operations - per hour	\$ 181.35	\$ 181.35
Project Management - per hour	\$ 113.34	\$ 113.34
Exception Report Programming/Reporting - per hour	\$ 136.01	\$ 136.01
Custom Programming – Start-up- per hour	\$ 136.01	\$ 136.01
Technical Services - Support - per hour	\$ 113.34	\$ 113.34
Application/Software Development - per hour	\$ 181.35	\$ 181.35
<b>TRANSPORTATION SERVICES</b> <i>Transportation rates are subject to a fuel surcharge based on the local prices for regular unleaded as reported by the U.S. Department of Energy monthly statistics and industry scale</i>		
<b>NEXT DAY</b> Delivery or pick up <i>Orders placed by 3:00pm will be delivered the next business day by 5:00pm</i>	\$ 22.67	Hawaii Only
<b>SAME DAY</b> delivery or pick up <i>Orders placed prior to 10:00am will be delivered by 5:00pm the same business day.</i>	\$ 40.80	Hawaii Only
<b>RUSH</b> delivery or pick up <i>Orders placed from 8:00am to 2:00pm on business days will be delivered within 3 hours from requested time.</i>	\$ 90.68	Hawaii Only
Container (each cuft in addition to base and applicable surcharge).	\$ 1.81	Hawaii Only
File (each file in addition to base and applicable surcharge).	\$ 1.81	Hawaii Only
Additional Stops (multiplle locations/ recipients per delivery)	\$ 6.80	Hawaii Only
<b>EMERGENCY</b> delivery Orders placed after hours for delivery after hours will be delivered within 5 hours from acknowledged request.	\$ 226.69	Hawaii Only
<b>Transportation Handling</b> per item, delivery/ pick up	\$ 2.04	Hawaii Only
<b>SHIPPING</b> of items, per container	Cost +15%	Cost +15%
Scheduled-Next Day 1-10 miles (round trip) - up to 5 items	CONUS Only	\$ 15.87
Scheduled-Next Day 11-20 miles (round trip) - up to 5 items	CONUS Only	\$ 17.23
Scheduled-Next Day 21-30 miles (round trip) - up to 5 items	CONUS Only	\$ 18.59
UnScheduled- Same day 1-10 miles (round trip) - up to 5 items	CONUS Only	\$ 24.94
UnScheduled- Same day 11-20 miles (round trip) - up to 5 items	CONUS Only	\$ 26.30
UnScheduled- Same day 21-30 miles (round trip) - up to 5 items	CONUS Only	\$ 27.66
UnScheduled- Rush (2 hr) - Normal Business hrs 1-30 miles (round trip) -1 item	CONUS Only	\$ 68.01
UnScheduled- Rush (2 hr) - After Business hrs 1-30 miles (round trip) - 1 item	CONUS Only	\$ 136.01
Scheduled > 30 miles (round-trip) per mile	CONUS Only	\$ 0.45
UnScheduled > 30 miles (round-trip) per mile	CONUS Only	\$ 0.45

Overate -standard - per item over limit	CONUS Only	\$	1.13
Overate - Rush- - per item over limit	CONUS Only	\$	2.27
<b>DOCUMENT PREPARATION</b>			
Prep/ De-Prep - per hour	\$	20.10	\$ 20.10
Barcode Printing - per label	\$	0.033	\$ 0.033
<b>DOCUMENT SCANNING</b>			
8.5 x 11 inch duplex - per image	\$	0.0408	\$ 0.0408
2,000,001-6,000,000 simplex - per image	\$	0.0394	\$ 0.0394
6,000,001-12,000,000 simplex - per image	\$	0.0385	\$ 0.0385
12,000,001 and up simplex - per image	\$	0.0376	\$ 0.0376
8 ½ x 14 simplex - per image	\$	0.0635	\$ 0.0635
11 or 12 x > 26L simplex - per image	\$	0.3627	\$ 0.3627
11 x 17, 12 x 18 >26L simplex - per image	\$	0.4534	\$ 0.4534
17 x 22 simplex - per image	\$	0.6801	\$ 0.6801
22 x 34, 24 x 36 simplex - per image	\$	1.1334	\$ 1.1334
34 x 44, 30 x 42 simplex - per image	\$	1.5868	\$ 1.5868
> 34 x 44 simplex - per image	\$	0.1814	\$ 0.1814
<b>INDEXING</b>			
Image Address rename - per image	\$	0.0045	\$ 0.0045
Image Indexing (Cintas Facility) - per key	\$	0.0091	\$ 0.0091
Image Indexing READ FEE (additional per hour fee)	\$	19.04	\$ 19.04
Document Type- Virtual Prep (additional per hour fee)	\$	19.04	\$ 19.04
Database Merge - per merge document record	\$	0.0045	\$ 0.0045
Barcode/OMR Read - per image	\$	0.0091	\$ 0.0091
<b>QUALITY CONTROL</b>			
Standard Data QC/Finalization - per image	\$	0.0091	\$ 0.0091
Multi-Page Image Creation (Grouping) - per image	\$	0.0045	\$ 0.0045
Tiff to PDF Creation (OCR Searchable) - per image	\$	0.0272	\$ 0.0272
Master CD - per CD	\$	13.60	\$ 13.60
Copy CD - per CD	\$	9.07	\$ 9.07
Maxtor Drives - per drive	\$	226.69	\$ 226.69
Raw OCR text Creation (non-columnized) - per image	\$	0.0272	\$ 0.0272
Raw OCR Text Creation (columnized page) - per image	\$	0.0544	\$ 0.0544
<b>DIGITAL DELIVERY (Electronic Delivery to Customer) - Per File Folder, up to 50 pages. Retrieval and Refile fees apply.</b>			
<b>NEXT DAY</b> Delivery or pick up Orders placed by 3:00pm are delivered by 5:00pm next business day	\$	13.60	\$ 13.60

<b>RUSH</b> Delivery or pick up Orders placed from 8:00am to 2:00pm on business days will be delivered within 4 hours from requested time.	\$ 20.40	\$ 20.40
<b>EMERGENCY</b> Delivery or pick up Orders placed after hours will be delivered within 4 hours from requested time.	\$ 40.80	\$ 40.80
<b>Digital Imaging/ Scanning</b> in excess of 50 pages - per page	\$ 0.16	\$ 0.16
<b>IN-PROCESS WEB HOSTING on ImageNow</b>		
Web Hosting of Scanned Documents	\$ 1,360.13	\$ 1,360.13
File Request – Custom Programming	\$ 136.01	\$ 136.01
Standad File / Image Extract - Minimum Fee	\$ 2,720.25	\$ 2,720.25
Standad File / Image Extract - per additional hour	\$ 136.01	\$ 136.01
Non-Standa File / Image Extract	Per Quote	Per Quote
<b>MULTI-TENANT WEB HOSTING on ImageNow</b>		
Monthly Storage/Hosting Fee - includes 5 GB and 2 concurrent users	\$ 316.46	\$ 316.46
Mobile Approvals (per user per month)	\$ 44.43	\$ 44.43
Concurrent Users 1-10 (per user per month)	\$ 18.13	\$ 18.13
Concurrent Users 11-25 (per user per month)	\$ 17.22	\$ 17.22
Concurrent Users 26-50 (per user per month)	\$ 16.31	\$ 16.31
Concurrent Users 51+ (per user per month)	\$ 15.41	\$ 15.41
Storage Capacity 1-25 GB (per GB per month)	\$ 8.15	\$ 8.15
Storage Capacity 26-50 GB (per GB per month)	\$ 7.70	\$ 7.70
Storage Capacity 51-100 GB (per GB per month)	\$ 7.24	\$ 7.24
Storage Capacity 100+ GB (per GB per month)	\$ 6.79	\$ 6.79
File Drawer Setup	\$ 2,557.04	\$ 2,557.04
Basic Workflow Configuration	\$ 852.35	\$ 852.35
App Integration via LearnMode	\$ 1,704.69	\$ 1,704.69
User Training	Per Quote	Per Quote
<b>ENTERPRISE WEB HOSTING on ImageNow</b>		
Monthly Storage/Hosting Fee - includes 375 GB and 25 concurrent users	\$ 4,768.60	\$ 4,768.60
Overdraft Protection - per month	\$ 488.74	\$ 488.74
Mobile Approvals (per user per month)	\$ 38.99	\$ 38.99
Concurrent Users 26+ (per user per month)	Per Quote	Per Quote
Storage Capacity 376+ GB (per GB per month)	Per Quote	Per Quote
File Drawer Setup	Per Quote	Per Quote
Basic Workflow Configuration	Per Quote	Per Quote
App Integration via LearnMode	Per Quote	Per Quote
User Training	Per Quote	Per Quote